Agenda

1. A meeting of the St. Planning and Zoning Commission was convened in open and public session on the ___ day of _____, 2018 at ____ p.m. held in the City Council Chambers, 704 6th Street, St. Paul, Nebraska.
2. Chairman Charles Schmid called the meeting to order at ___ p.m. with a statement regarding the Open Meeting Act, which is posted on the west wall of the City Council Chambers. Member roll call: Chairman Chuck Schmid, Arvilla Jacobs, Wilber Medberry, Tim Wood, and Connie Becker, along with Zoning Administrator Matt Helzer and Laura Berthelsen (minutes). The agenda was sent to the Board members prior to the meeting and posted in four (4) public places.
3. Discuss - Approve / Deny the November 13, 2018 minutes.
4. Chairman Schmid presented the following zoning permits: 2018-XX - Name (Address) - description Zoning Administrator Helzer presented zoning permit Nos. 2018 - ____. Planning member ____ moved to recommend Permit Nos. 2018 - ____ through 2018 - ____. Planning member ____ seconded the motion. Motion carried with roll call vote of all ayes, nayes non. Motion carried 4/0.
5. Discussion / Reports
6. Chairman Schmid announcing the next Planning Commission meeting
7. Public Comments
8. Zoning Administrator Helzer Report
9. Adjournment

JANUARY 2020

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	Jan 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	**22**	23	24	25
26	27	28	29	30	31	Feb 1

Jan. 22-24: Folk to interview City Council members, internal stakeholders

Week of Jan. 27: Folk to interview audience, conduct competitive/industry analysis

22 **KICKOFF: DOWNTOWN REVITALIZATION, INTERVIEWS**

Folk to attend revitalization meeting and interview St. Paul stakeholders for branding and web discovery

KEY: ◼ Meeting/Presentation ◼ St. Paul Action Needed ◼ Folk Deliverable

FOLK

FEBRUARY 2020

	SUN 26	MON 27	TUE 28	WED 29	THU 30	FRI 31	SAT Feb 1
	2	3	4	5	6	7	8
		Week of Feb. 3: Folk to build brand strategy & website site map					
	9	10	11	12	13	14	15
		Week of Feb. 10: Folk to build brand strategy & website site map					
	16	17	**18**	19	**20**	21	22
				Feb. 18-19: Folk make any revisions to brand strategy and site map		Feb. 21-24: St. Paul to review brand strategy revisions and site map	
	23	**24**	25	26	27	28	29
		Feb. 21-24: St. Paul to review brand strategy revisions and site map	Feb. 25-28: Folk to work on logos and visual brand				

KEY: ■ Meeting/Presentation ■ St. Paul Action Needed ■ Folk Deliverable

18 — PRESENTATION: BRAND PLATFORM, STRATEGY & WEBSITE SITEMAP

Folk to present at City Council Meeting in St. Paul

20 — DELIVERABLE: BRAND PLATFORM, STRATEGY & SITEMAP REVISIONS

Folk to send revisions via email by end-of-day Thursday

24 — APPROVAL: BRAND PLATFORM, STRATEGY & SITEMAP REVISIONS

St. Paul to approve revisions by end-of-day Monday

24 — DELIVERABLE: CITY ASSETS

St. Paul to send Folk any images/assets by end-of-day Monday

FOLK

MARCH 2020

SUN	MON	TUE	WED	THU	FRI	SAT
Mar 1	2	3	4	5	6	7
	Week of Mar. 2: Folk to work on logos and visual brand					
8	9	10	11	12	**13**	14
	Week of Mar. 9: Folk to work on logos and visual brand					
15	**16**	17	18	19	20	21
		Mar. 17-20: Folk to make any revisions to logos and visual brand				
22	**23**	24	**25**	26	27	28
		Mar. 24-15: St. Paul to review logo and visual brand revisions		Mar. 26-Apr. 3: Folk website design		
29	30	31	Apr 1	2	3	4
	Mar. 26-Apr. 3: Folk website design					

KEY: ■ Meeting/Presentation   ■ St. Paul Action Needed   ■ Folk Deliverable

MARCH ACTION ITEMS

13 **DELIVERABLE: WEBSITE COPY**
St. Paul to deliver website copy to Folk by end-of-day Friday

16 **PRESENTATION: LOGO DESIGNS AND VISUAL BRANDING**
Folk to present at City Council Meeting in St. Paul

23 **PRESENTATION: LOGO DESIGNS AND VISUAL BRANDING REVISIONS**
Folk to send revisions via email and present over conference call or video call

25 **APPROVAL: LOGO DESIGNS AND VISUAL BRANDING**
St. Paul to approve revisions by end-of-day Wednesday

FOLK

APRIL 2020

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	Apr 1	2	3	4
			Mar. 26-Apr. 3: Folk website design			
5	**6**	7	**8**	9	**10**	11
		Mar. 7-8: Folk make any revisions to web design		Feb. 9-10: St. Paul to review web design revisions		
12	13	14	15	16	**17**	18
	Apr. 13-May 1: Folk/Open Caret to develop Homepage, Contact, Events, Interior page					
19	20	21	22	23	24	25
	Apr. 13-May 1: Folk/Open Caret to develop Homepage, Contact, Events, Interior page					
26	27	28	29	30	May 1	2
	Apr. 13-May 1: Folk to populate additional interior pages					

KEY: ■ Meeting/Presentation ■ St. Paul Action Needed ■ Folk Deliverable

APRIL ACTION ITEMS

6 — **PRESENTATION: WEBSITE DESIGN REVIEW**

Folk to present at City Council Meeting in St. Paul

- Homepage
- Contact
- Events
- One Interior Page

8 — **DELIVERABLE: WEBSITE DESIGN REVISIONS**

Folk to send revisions via email by end-of-day Wednesday

10 — **APPROVAL: WEBSITE DESIGN**

St. Paul to approve revisions by end-of-day Friday

17 — **DELIVERABLE: LOGO & DESIGN FILES**

Folk to send logo and design files to St. Paul by end-of-day Friday

FOLK

MAY 2020

MAY ACTION ITEMS

SUN 26	MON 27	TUE 28	WED 29	THU 30	FRI May 1	SAT 2
3	**4**	5	6	7	**8**	9
		May 5-6: St. Paul to review web design				
10	11	12	13	14	15	16
		May 11-May 15: Folk/Open Caret to make dev revisions and begin website testing				
17	**18**	19	**20**	21	**22**	23
		May 19-20: St. Paul to review final web design		May 21-May 22: Folk/Open Caret to conduct final website testing		
24	25	26	27	28	29	30
		May 26-29: Folk/Open Caret available for website support and training				
31	Jun 1	2	3	4	5	6

4 — **DELIVERABLE: WEBSITE DESIGN DEVELOPMENT**
Folk to send developed Website link to St. Paul by end-of-day Monday

8 — **DELIVERABLE: WEBSITE DEV REVISIONS FEEDBACK**
St. Paul to send website feedback/revisions by end-of-day Friday

18 — **DELIVERABLE: WEBSITE REVISIONS**
Folk to send website revisions to St. Paul by end-of-day Monday

20 — **APPROVAL: WEBSITE DESIGN**
St. Paul to approve website design by end-of-day Wednesday

22 — **WEBSITE LAUNCH DATE!**
Website to launch by end-of-day Friday

KEY: ▢ Meeting/Presentation ▢ St. Paul Action Needed ▢ Folk Deliverable

FOLK